

Adding downloaded data to the CE or CP Excel Worksheet

1. Download data from Application Center as "Comma-delimited."
2. Open the comma-delimited file in Word. (In your File "Open" box, you may need to change the "Files of Type" box to "All Files *.*" in order to find your CSV file.)
3. Select all (Ctrl+A *or* Edit > Select All).
4. From the menu: Table > Convert > Text to Table
Select "Separate text at ... **Commas**"



5. Make sure the entire table is still selected. Copy (Ctrl+C)
6. Go to Cell A2 in the Excel worksheet for CE or CP (whichever one you are working on).
7. Edit > Paste Special > Select **Paste as Text** and click "OK"

Using this procedure will preserve formatting and Validation Tests in the Excel worksheet. Note that the Validation Tests in the worksheet will not work for pasted-in data. However, it will check the data elements when/if they are edited.